

# HAVIEDEN LIMITED'S DRUG TESTING POLICY

## 1. EMPLOYEES SUBJECT TO TESTING

Under HAVIEDEN LIMITED COMPANY's drug and alcohol testing policy, current and prospective employees who work or would work in high-risk or safety-sensitive positions will be asked to submit to drug and alcohol testing. No prospective employee will be asked to submit to testing unless an offer of employment has been made. An offer of HAVIEDEN LIMITED COMPANY however is conditioned on the prospective employee-testing negative for drugs and alcohol.

## 2. SAFEGUARDS

HAVIEDEN LIMITED COMPANY's policy is intended to comply with all state laws governing drug and alcohol testing and is designed to safeguard employee privacy rights fully of the law.

## 3. SELECTION

Not all HAVIEDEN LIMITED COMPANY employees will be asked to submit to drug and alcohol testing. Only those employees who (list criteria as job titles that will require drug testing) are subjected to drug and alcohol testing.

## 4. TESTED SUBSTANCES

HAVIEDEN LIMITED COMPANY's drug and alcohol testing program is limited for BLOOD ALCOHOL or BLOOD SAMPLES fit by a specialist who will come and carry out the tests. Any other substance that may be tested using the same method used to test for controlled substances will not be tested and, if found will not be reported.

## 5. WRITTEN NOTICE

Before being asked to submit to a drug and/or alcohol test, the employees will receive written notice of the request or requirements.

## 6. LICENSED LABORATORIES

Any drug and/or alcohol testing required or requested by HAVIEDEN LIMITED COMPANY will be conducted by a laboratory by the state. The employee may obtain the name and location of the laboratory that will analyze the employee's test sample by calling {Name of collection lab} {Number of hours} before the employee is scheduled to be tested.

## 7. NOTICE OF RESULTS

If the employee is asked to submit to a drug or alcohol test, HAVIEDEN LIMITED COMPANY will notify the employee of the results one week after it receives them from the laboratory. To preserve the confidentiality HAVIEDEN LIMITED COMPANY strives to maintain, the employee will be notified through their work email addresses whether the test was negative or confirmed positive and, if confirmed positive, what the next step is.

## 8. POSITIVE TEST RESULTS

If the employee receives notice that the employee's test results were confirmed positive, the employee will be given the opportunity to explain the positive result following the employee's receipt of the test result. In addition, the employee may have the same retested at a laboratory of the employee's choice.

## 9. ADVERSE EMPLOYMENT ACTION

If there is reason to suspect that the employee is working while under the influence of an illegal drug or alcohol, the employee will be suspended {WITH OR WITHOUT} pay until the results of a drug and alcohol test are made available to HAVIEDEN LIMITED COMPANY by the testing laboratory. Where drug or alcohol testing is part of a routine physical or random screening, there will be no adverse employment action taken until the test results are in.

## 10. CONFIDENTIALITY

HAVIEDEN LIMITED COMPANY will make every effort to keep the results of drug and alcohol tests confidential. Only persons with a need to know the results will have access to them. The employee will be asked for the employee's consent before test results are released to anyone else. Be advised, however, that test results may be used in arbitration, administrative hearings and court cases arising as results of the employees' drug testing. In addition, results will be sent to federal agencies as required by federal law. If the employee is to be referred to a treatment facility for evaluation, the employee's test results will also be made available to the employee's counselor. The

results of drug testing in the workplace will not be used against the employee in any criminal prosecution.

#### 11. COSTS

HAVIEDEN LIMITED COMPANY will pay the cost of any drug and alcohol testing that it requires or requests employees submit to, including retesting of confirmed positive results. Any additional tests that the employee requests will be paid for by the employee.

#### 12. DRUG AND ALCOHOL USE AT WORK PROHIBITED

HAVIEDEN LIMITED COMPANY WILL NOT tolerate any use of non-prescribed drugs or alcohol during work hours. If the employee comes to work under the influence of drugs or alcohol or use drugs or alcohol during work time, the employee will be DISCIPLINED OR HIS OR HER CONTRACT BE TERMINATED.

#### 13. POSTING

Besides being outlined here, HAVIEDEN LIMITED COMPANY's drug policy is posted in {NAME LOCATION OF POSTING} where the employee may review it.